eLumen Quick Guide – Student Success

**What:** Creating an Assessment for Scoring
**eLumen Role:** Faculty

Login to eLumen at [https://alamo.elumenapp.com/elumen/](https://alamo.elumenapp.com/elumen/)

When in the role of Faculty, the below image is the home page view.

1. Click the drop down menu and select Faculty your role
2. Click the drop down menu to select the correct Department
3. Verify you are in the correct Term
4. Verify that you have all your Settings listed
5. Click Add Assessment to create a new assessment
   Click Find Assessment if an assessment was created already

![Eumen Quick Guide Image](image-url)
6. Identify whether this assessment will rate the Individual Student Scorecard & Rubric (a roster has been uploaded) or if it will rate it by the Collective Student Score Entry (a roster has or has NOT been upload)

7. Type the Assessment Name. You can also include the semester and year used. Name/Initials can be used if multiple people are entering assessments in the eLumen system.

8. Include a short Assessment Description of what the assessment is measuring. You can also include the SLO in this step

9. Click the drop down button under Assessment Type to select the appropriate type. (surveys most probably will be Participation and collective score most probably will be Degree of Improvement)

10. Click Upload Evaluator Assessment Guide, drag guide in or click in the box to search for in on your computer then click Upload – this would be a copy what was given to the students, i.e. survey form, or printed reports to support collective results

11. Copy the information exactly from the Assessment Name to the Activity Name

12. Copy the information exactly from Assessment Description to the Activity Description

13. Click Generate Rubric Template
After Generating the Rubric Template the following graphic will appear at the bottom of the page.

14. Click Link SLO

15. Click an SLO that applies to the assessment in the pop up window

16. Click Close

17. ** AS NEEDED ** If more than one SLO is to be linked, click Add Row and follow step 14 – 17 until all SLOs are included

18. Click Save and Add to Library of Shared Assessment